DRAFT - HNR - 2011
COMMITTEE RULES OF PROCEDURE

I.   Public Hearings on Proposed Legislation

A.   Hearing Process
1. At the time set for hearing, the presiding officer will recognize the sponsor of the bill who will make opening remarks (or introduce another individual who will make opening remarks).
2. Proponents of the bill will present testimony.
3. Opponents of the bill will present testimony.
4. Informational testimony may be accepted.
5. Questions will then be asked by committee members only.
6. Each question will be directed through the presiding officer.
7. All discussion will begin and end at the discretion of the presiding officer.
8. The sponsor of the bill will close the presentation.

B.   Witnesses
1. All witnesses must enter their names on the witness list before presenting testimony and spell their name at the start of testifying.
2. Proponents and opponents should try to state new points of testimony only. If they wish to agree with points already made, they should simply say that they agree.
3. Witnesses presenting testimony before the committee should remain in the room until the hearing is closed to answer any questions from committee members.
4. When possible, written copies of testimony should be submitted for the permanent committee record and to help the secretary. The presiding officer may want to remind witnesses that any written testimony will be posted on the internet so they are responsible for redacting any personal information that they do not want made public.

C.   General
1. Everyone will act and be treated in a courteous manner.
2. The presiding officer will maintain order within the committee room and the surrounding area during all committee meetings.
3. Suggested amendments to bills should be presented to the committee in writing.
4. Cell phones must be turned off or muted in the hearing room except in cases of true emergency.

5. Testimony requiring the use of video, audio, or other equipment will be permitted at the discretion of the presiding officer, if arrangements are made with the secretary in advance.
6. Absentee video or audio testimony is not permitted.

II. Executive Session

A. Generally, executive sessions will not be held the same day as the public hearing on the bill, time permitting.
B. Although executive sessions are open to the public, no comments may be made by anyone but committee members. On occasion, members of the public may be asked questions by committee members at the discretion of the presiding officer.
C. Absentee voting by committee members is permitted through the use of the standard form proxy or through the vice presiding officer or minority vice presiding officer.
D. Motions by committee members do not require a second.

III. Amendments

A. Amendments to be presented to the committee for consideration during executive session must be requested by a committee member.
B. All amendments must be submitted in writing to the committee staff at least one day prior to executive action on a bill. A simple amendment may be considered on shorter notice at the discretion of the presiding officer. For example, a change in a single date or number could be an amendment not presented in writing.
C. Only members of the committee may move amendments to a bill while the bill is in the committee.
D. If a presiding officer discusses potential executive action with the committee staff, the committee staff can prioritize amendment drafting.

IV. Sample Proxy Forms

Examples are based on past usage. Form may change per leadership or rules.

PROXY VOTE

I, the undersigned, hereby authorize Representative or Senator _____ to vote my proxy on any issue before the _____ Committee held on _____, 20__.

Signed_____   Date_____
       Representative/Senator

COMMITTEE PROXY

I request to be excused from the _____ Committee because of other commitments. I desire to leave my proxy vote with:_____.

Indicate bill number and your vote Aye or No. If there are amendments, list them by name and number under the bill and indicate a separate vote for each amendment.

House Bill/Amendment   Aye No

	Aye	No

Senate Bill/Amendment   Aye No

	Aye	No

Representative/ Senator _____ Date_____
(Signature)

23